**Guidelines for Powerpoint Presentation**

* Keep the Powerpoint simple and to the point
* A title page with information similar to the one submitted through EASTS
* A second page outlining the intended audience and outcomes
* The final page(s) with reference list in correct APA style
* Keep references used to a minimum – **max 6 -8** throughout (you would obviously use more in the article if it was written so key quotes only please)
* Use references to support your argument – not used as the basis of your argument
* References on slide kept to a minimum (e.g. Bloggs, 2006) with full reference in notes below as well as in reference list
* Use notes at the bottom of each slide sparingly. The editorial panel will not look at them in reality but you may use them to briefly explain a point, if necessary
* Maximum i.e. ideal number of slides is 15
* **MAXIMUM number of words per slide is 30-40**
* Use Powerpoint t effects only if they ADD TO the content e.g. a slide presenting points one at a time may be useful once but not on every slide.
* Use of graphics – see above
* Font size should be appropriate to the presentation – put the Powerpoint on the wall, sit and look at it and then get someone else(impartial) to also read it and comment on readability
* DO NOT use fancy fonts unless they add to or emphasise a point.
* DO NOT use fonts or graphics that are machine specific i.e. you have them but no-one else does. Best to us the supplied Powerpoint fonts and graphics.
* Look at the use of colour in fonts carefully – yellow font on white background will not work
* Select a background which does not overpower the content i.e . the words become lost in the background or have to be made to fit the background.
* Present your Powerpoint in such a way that it has an opening, the body or argument in a developmental approach and a conclusion related to your intended outcome.
* Have someone else criticise your work – content as well as presentation.
* There are sites on the web that can offer advice on using Powerpoints to make maximum effect.
* Remember to build your presentation before you decorate it.
* Keep the use of bullet points to a minimum.
* Take time to look at the Youtube video [‘Death By Powerpoint 2010’](http://www.youtube.com/watch?v=KbSPPFYxx3o). Not only is it entertaining, it contains information that will be invaluable when the Powerpoint is being constructed. There are several other Youtube videos on Powerpoint that may also be useful to view.